UNIVERSITY LIBRARIES FACULTY
MINUTES OF THE MEETING OF 2 JUNE 1994


A quorum was found to be present by 10:07 a.m. The meeting was called to order.

1. Recruitment Update: There was no recruitment update.
2. Approval of Minutes: The minutes for the May meeting will be distributed with the agenda for the August meeting.
3. Old Business
   a. Faculty Handbook Revision: Nolan distributed a written summary of the discussion at the May Faculty meeting. The draft revision of the bylaws appended to the agenda for the June meeting includes the amendments made in May. Article VI. Elections, Article VII. Meetings, and Article VIII. Records were presented to the Faculty for discussion, amendment and vote. The articles were accepted in principle with the following amendments:

   Article VI. Section 3 was amended to read: An election is held annually to elect officers for the coming year and to fill vacancies on Standing Committees.

   Article VI. Section 4 was amended to read: The annual election is conducted by mail ballot, and is subject to the same rules as other mail votes taken by the Faculty (See ARTICLE VII. Section 3. Part 4).

   Article VII. Section 3 was amended to read: Special meetings may be called by the Dean, the Secretary, or any other member of the Executive Committee, as deemed necessary to meet deadlines, to allow for extended discussion, etc.

   Article VII. Section 4. Part 1. was amended to read: Fifty percent plus one additional member of the Faculty who are currently rostered and not absent on Sabbatical, Extended Research Leave or other leave of absence constitutes a quorum. Presence of a quorum is determined by the Recorder, who indicates it to the Chair and the assembled Faculty.

   Article VII. Section 4. Part 4 was amended to be consistent grammatically with the language used in the amended version of Article VII. Section 3. Part 1.

   Article VIII. Section 3 was amended by striking the last sentence: Confidential documents are available only to Faculty who served on the Committee at the time the documents were promulgated. The sentence was struck pending agreement on a definition of "confidential".

The Task Force has divided up responsibilities for revision. Hill is working on a draft charge and procedures for the Tenure Committee and for a proposed appeals committee. Garrison and Chesbro are working on charges for the standing committees. Nolan will work with the chair of the FPC on a charge for that committee and for the Executive Committee.
Hill reported that she had met with Al Ramirez on the question of whether the Libraries Faculty should consider themselves governed by the *University of Colorado Faculty Handbook* and on the question of the status of part-time faculty members. His answer to the first point was an unambiguous yes; his answer to the second question was less clear, and the Task Force plans to give the matter further study.

4. New Business: There was no new business.

5. Committee Reports
   a. Faculty Personnel Committee
      1. The Faculty Personnel Committee distributed copies of its annual report to the faculty. The FPC plans to continue this practice in the future.
      2. Criteria for Annual Evaluation of Research and Service: This document attempts to summarize long standing and largely unwritten FPC practice as it has evolved over a period of many years. The criteria outlined are not fixed formulas, but *guidelines*. The FPC solicited comment and discussion from the Libraries Faculty.
   3. Differentiated Annual Workloads for Libraries Faculty: This document was approved by the Faculty in January 1994. A copy of the form and instructions was distributed with the agenda for the June 1994 meeting.
   b. Faculty Support Committee: No report.
   c. Faculty/Staff Development Committee: No report.
   d. Library Advisory Board: No report.
   e. Promotion and Reappointment Committee: No report.
   f. Tenure Committee: The Tenure Committee has scheduled a meeting with faculty scheduled to undergo comprehensive review in 1994/95 on June 6. The purpose of the meeting will be to answer questions and review the procedure.
   g. Sabbatical Committee: No report.
   h. Nominations Committee: (Fong) The slate for the annual election will be distributed on the afternoon of 2 June 1994. Last minute nominations were solicited from the floor.
   i. Awards Committee: No report.
   j. Other Library Committees: The Diversity Committee has distributed a draft version of its proposed policy. An informational meeting will be held in N410 from 2:00 to 3:00 on Thursday, 2 June 1994. Comments and suggestions on the draft policy are solicited.

6. Administrative Reports: No reports.

7. Announcements
   a. Automation: (Chesbro) The contract is still pending. Installation of new wiring, furniture, and equipment will proceed as scheduled.
   b. Law Library: No report.
   c. University Committees: No report.
   d. Other: (Anthes) A group of USIA librarians will visit the Libraries on Friday, 1 July 1994. The group is scheduled to spend the holiday weekend in Boulder; anyone willing to house one of the visitors over the weekend should contact Susan Anthes.

8. The meeting adjourned at 10:25 a.m.

Respectfully submitted,

Sara R. Williams